

# Tuscarawas Central Catholic Jr./Sr. High School

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## Saints Family Handbook

### OUR MISSION

The mission of Tuscarawas Central Catholic Junior/Senior High School is to challenge our students academically, socially, and spiritually to become productive, nurturing Christian citizens in a diverse, global society.

### OUR BELIEFS

1. TCC is vital to advancing the educational mission of the Catholic Church to proclaim the gospel and build faith communities through word, worship and service.
2. TCC is called to educate all students in a safe and nurturing environment characterized by respect for the dignity of each person.
3. Each student is a valued individual.
4. Teaching strategies should respect a variety of learning styles, challenge students and engage them in the learning process.
5. The mission of TCC is advanced through the contributions of administrators, teachers, and staff; parents, students and parishes.

This handbook outlines the policies and procedures that help us achieve our mission. Students and parents are expected to read and familiarize themselves with this information. By enrolling at TCC, parents and students are bound by the regulations contained herein, along with any revisions. The roles and responsibilities of students and parents remain as defined, regardless of the age of the student. The use of the term "Parent" is inclusive of legal guardians. This handbook is revised periodically. The current version is available at the school web site ([www.TCCSaints.com](http://www.TCCSaints.com)). Tuscarawas Central Catholic Junior / Senior High School is also governed by the Diocese of Columbus policies and regulations available at the Office of Catholic Schools web site ([education.columbuscatholic.org](http://education.columbuscatholic.org)).

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## Catholic Identity

**Participation:** TCC offers a comprehensive program of religious instruction, intimately woven into the general curriculum. We welcome all students who sincerely seek the school's religious environment and educational program. The school is defined by its religious character; thus all students participate in the religious life of the school to the extent permitted by church law. The religious life of the school includes daily religion classes, prayer, liturgy, and service; and encompasses a myriad of Catholic traditions, rituals, and celebrations.

**Religious Education:** The religion curriculum, developed in cooperation with the Office of Religious Education and Catechesis of the Diocese of Columbus, is implemented by religion teachers using diocesan approved materials and textbooks. The Course of Study for Religion has been developed pursuant to the contemporary teachings of the church and serves as the basis for instruction. Formal instruction in human growth and development is included in the Courses of Study for Religion and Health, grounded in Christian theology and morality. All students participate in these and related programs as they do in other religious education efforts. TCC accesses a number of community resources in providing such instruction.

**Sacraments:** The direct and immediate preparation for the Sacraments occurs in the parish. TCC will provide eighth grade students catechesis appropriate to the Sacrament of Confirmation, as outlined in The Graded Course of Study for Religion for the Diocese of Columbus. We dialog with Pastors toward a greater sense of cohesion and cooperation among all who have an interest in the spiritual well-being of our students. Questions concerning Confirmation programs at the various parishes should be directed to the parish Pastors or Catechetical Leaders.

**Service:** The Service Component at TCC is an opportunity for students to apply gospel values to their daily lives. The component is revised from time to time, pursuant to the teachings of the church and the changing needs of the community and the broader society. The Service Component requirements, including necessary documentation, are presented to students annually, at the start of the school year. All students are required to complete the TCC School Service Component.

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## Student Life

**Attendance:** Attendance is monitored according to state laws, which require students to be in prompt, regular attendance for the entire school day, unless excused for a valid reason. The Principal is responsible for monitoring student attendance and determining what constitutes an excused absence or tardiness. Only the Principal can permit or excuse an absence or early dismissal. Absences are typically only excused for reasons relating to a student's health, safety, or well-being. An absence for a non-school activity may be unexcused. In the case of an unexcused absence, the student may be subject to disciplinary action and credit may be withheld for work missed during an unexcused absence. Truancy may be reported to local authorities.

**Reporting:** Parents are required to call the office before 8:00 a.m. each day that a student will be absent. Voice mail messaging is available for this purpose. If a call is not received, the school will attempt to contact the parent to verify the absence. In addition, a note stating the date and reason for the absence and signed by the parent must accompany the student upon return to school. Without such a note, an absence is considered unexcused.

**Credit:** The school may refuse credit to a student who misses more than 28 days in a school year. An exception may be made for a student who is hospitalized or has an extended illness or injury and is able to make up work through tutoring or some other arrangement approved by the Principal.

**Prearranged Absences:** Absences for reasons other than illness must be prearranged and have the prior approval of the Principal in order to be considered excused. Parents are urged to use discretion when requesting such consideration and make an effort to schedule vacations and other such absences according to the school calendar, as these are not recognized as valid reasons for student absence. The Principal must make an exception in this case and will only do so when the proper procedure is followed.

**Tardiness:** Students who are not seated in class by 7:55 a.m. are considered tardy, regardless of the reason, and must report to the office. For the instance to be excused, the student must present a note from a parent explaining a valid reason for the tardiness, along with proper documentation, such as a doctor's note. Parents may call the office if a student will be late, but the incident still requires documentation in order to be excused. Tardiness will only be excused for valid reasons such as a funeral, court appearance, medical appointment, transportation issues or other circumstances beyond the student's control. Otherwise, the tardiness remains unexcused. A detention is typically assigned after the third unexcused tardy in a quarter. In the case of continued unexcused tardiness, the student may be assigned other appropriate consequences.

**Appointments:** Parents are encouraged to schedule medical and other appointments outside of school hours. When this is not possible, parents must submit a written request for release of the student from school. The student must sign out upon leaving and sign in upon return to school. Students who arrive more than 90 minutes late, leave more than 90 minutes before the final bell, or miss more than 90 minutes during the day, exclusive of the lunch period, are considered absent for one-half day, regardless of the reason.

**Participation:** To participate in an after school activity, a student must be in school for the entire day, unless excused by the Principal, for properly documented reasons, out of the student's control, such as a funeral, court appearance or medical appointment, according to the school's attendance policies. Students who arrive more than 90 minutes late, leave more than 90 minutes before the final bell, or miss more than 90 minutes during the day, exclusive of the lunch period, are considered absent for one-half day, and are thus ineligible to participate that day, unless excused by the Principal as indicated.

**College Visits:** TCC encourages students and parents to take advantage of college visit days as they consider post-secondary education. A college visit day may be considered an excused absence if these guidelines are observed. The visit must be prearranged and have the prior approval of the Principal. After the visit, the student must present verification from the college that the visit was completed and is responsible for making up any assignments missed during the absence. Requests for excessive college visits may be denied.

**Calendar:** The calendar is prepared in consultation with other Tuscarawas County Catholic Schools and approved by the Office of Catholic Schools. Any deviation from the school calendar is the result of an emergency situation. Parents are asked to consult the school calendar before making plans for vacations and the like.

**Parking:** To park in the school lot, students must register their vehicles in the office and park in their assigned spaces. All laws and regulations governing the safe vehicle operation are in effect at all times. Drivers must yield to school bus traffic entering and leaving the parking lot. Students park in the school lot at their own risk. The school is not responsible for any damages. A student in violation of these rules or who, in any way, jeopardizes the safety of others is subject to disciplinary action, including the loss of parking privileges.

**School Phone:** In most cases, school personnel will initiate calls to parents regarding school matters. Students may not use the school phone for frivolous matters. Students are not typically permitted to leave a classroom or a study hall to make telephone calls. Students may use the

school phone for legitimate matters before or after school, during lunch or between classes with the approval of a staff member.

**Cell Phones:** Students are not permitted to use cell phones or other such devices anywhere but the cafeteria during the school day unless the teacher makes a specific exception. All cell phones must either be placed on the teacher's desk or under their desks. Cell phones may not be used in study hall. Violators are subject to disciplinary consequences that may include the device being confiscated and held in the office for the remainder of the day. Ear buds and headphones are prohibited in the building unless the teacher makes a specific exception.

**Prom Guidelines:** The prom is planned by a committee from the junior class under the direction of the faculty advisor with the approval of the Principal. The Prom is open to TCC juniors and seniors, to TCC sophomores who have been invited by a junior or senior, and guests from other schools who have been invited by a TCC junior or senior. Ninth graders and any individuals 21 years or older are not permitted to attend the prom.

- Guests must have the approval of the Principal at least two weeks before the Prom.
- All attendees must complete the Event Form and abide by the guidelines provided. The TCC student, any guest, and a parent of each must sign the form. Non-TCC students must submit a copy of a photo ID with the signed form.
- The Code of Conduct is in effect at all times. Students are responsible for informing their guests of the expectations for TCC students and the specifics of the Code of Conduct.
- All attendees are expected to wear formal attire as defined by the Dress Code.
- Chaperons have final authority and may remove a student or guest for inappropriate behavior or other valid reason.
- Anyone dismissed from the Prom is prohibited from attending the After Prom.

**Senior Pictures:** Senior pictures for the yearbook and class composite will be taken by our school photographer to insure uniformity and quality of photos.

**Graduation:** Participation in baccalaureate and graduation exercises is required of graduating seniors; however, both events are privileges reserved for students who conclude their high school careers in good standing academically, socially, and behaviorally. Participation may be denied for behavioral or other reasons. A student who lacks sufficient, appropriate credits, who fails to meet the service requirement, is expelled or suspended, who engages in a serious end-of-the-year prank, or who seriously violates school regulations, may be denied participation in graduation and/or baccalaureate. Participation requires full payment of the graduation fee.

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## **Code of Conduct**

This Code of Conduct serves to guide the behavior of the students toward the growth of personal discipline. It outlines expectations and indicates consequences for inappropriate behavior. It binds neither the administration nor staff to actions not in the best interest of the student; rather, it provides a framework within which behavior can be effectively monitored.

This code and these expectations are in force for all students at all times during the school day, on or off school property, during any school activity, event, field trip or excursion including extracurricular activities and athletics events and practices and while being transported to or from any activity or event. Additionally, this Code grants school personnel the right to exercise authority over behavior directed toward or that affects the person or property of any school official, employee, student, or volunteer, regardless of where or when the behavior occurs.

**Behavior Off-Campus:** While TCC does not attempt to regulate the private lives of its students during non-school hours, it does have a concern for conduct that may bring discredit or harm to the well-being, reputation or good name of the school or its staff or student body. Consequently, behavior at school or away from school inappropriate to Christian moral standards, outside the expectations for students as outlined in the Code of Conduct or in violation of the law may result in disciplinary action. A student may be subject to disciplinary consequences for any conduct that is detrimental to the common good, threatening, harmful or offensive to other students or staff or is of such a nature to jeopardize the good name of the school.

**Expectations:** TCC students are expected to . . .

1. Be in prompt regular attendance, prepared with all books, materials, supplies, and equipment necessary to meet the challenges of the day.
2. Adhere to the uniform dress code.
3. Show respect for and obey the directives of school personnel, accept correction with respect and report serious matters appropriately in a forthright manner.
4. Demonstrate pride in the school, conduct themselves with dignity, and treat others with respect.
5. Make prudent use of the building, facilities, supplies, and materials, and make appropriate, acceptable and ethical use of all technologies.
6. Contribute to the educational experience through class participation, completion of assigned work, etc.
7. Use good judgment at all times, in all places and show a concern for safety.
8. Support a Catholic environment conducive to learning, participate with reverence in the religious life of the school, show deference to Church teaching, and refrain from acts contrary to such; respectfully participate in daily prayer and the Pledge of Allegiance.
9. Provide service to the school, parish, local, and global communities.
10. Carry necessary communications between home and school.

**Violations:** Prohibited behaviors are those that are outside of these expectations and thus, subject to disciplinary measures. They include, but are not limited to, the following:

1. Truancy, unexcused absence; chronic tardiness; leaving the property or an assigned area
2. Violating the dress code
3. Insubordination, failure to obey, defiance of or disrespect of school staff
4. Verbal abuse, taunting, bullying, racist behavior, intimidation, or harassment, delivered verbally, in writing or electronically; pranks, hazing/initiations or humiliation of another
5. Fighting or other physical confrontation, threat, or coercion
6. Vandalism, damage, destruction, or misuse of property, facilities, books, materials, etc.; theft or unauthorized use of another's property
7. Plagiarism, misrepresenting one's work or the work of others, cheating or helping another to do so, failure to complete assignments
8. Inappropriate, disorderly, disruptive, defiant behavior in classrooms, library, cafeteria, gym, etc.; inciting others to do so
9. Rough, inconsiderate, or unsafe behavior; throwing objects or food; chewing gum
10. Public displays of affection; inappropriate touching
11. Violations of school policies at or during any school activity, event, field trip, excursion, extracurricular or athletics activity
12. Failure to carry communications/notices between home and school
13. Inappropriate behavior during religious activities
14. Lying, providing any false information in any school matter; accessing, falsifying, or altering any school record or report
15. Violation of parking policies or operating a vehicle in an unsafe manner
16. Performing financial transactions, including loans, gambling, attempts at extortion, etc.
17. The use of profane, indecent, or obscene language, messages, gestures, pictures or signs.

18. Loitering, littering, being in an area off limits to students
19. The use of skateboards, roller blades, bicycles, or scooters on school property.
20. Any illegal or immoral activity

**Bullying/Harassment:** Bullying or harassment in any form will not be tolerated. It may include a number of elements such as physical intimidation or assault, taunting, extortion, verbalized or written threats, taunting, teasing, put downs, name calling, threatening looks, gestures or actions, spreading rumors, making false accusations, social isolation and demeaning web postings. Students involved in this or similar conduct are subject to the disciplinary actions described herein. The Harassment Policy of the Diocese of Columbus is included, in its entirety, below.

**Banned Substances:** Alcohol, tobacco and tobacco products, prescription or over the counter drugs, steroids, counterfeit drugs, look-alikes, intoxicants, inhalants, any illegal or dangerous substance, common substances used for mood altering effects and paraphernalia associated with any of these are considered banned substances. A student, regardless of age, may not possess, buy, use, transfer or otherwise transmit, apply, or be under the influence of a banned substance on school property or at any school related activity on or off school premises.

**Searches:** The prohibition on banned substances, weapons and so forth, extends to a student's person, as well purses, wallets, garments, book bags, duffel bags and such, lockers, desks, electronic devices or automobiles parked on school property or at school events, all of which are subject to search at any time, for any reason. There should be no expectation of privacy with regard to electronic devices used at school, regardless of who owns them. The Principal may seek outside assistance, including that of law enforcement officials, to conduct searches.

**Investigation:** The administration may investigate a student manifesting signs of substance abuse such as staggering, reddened eyes, nervousness, restlessness, memory loss, chemical odors, abusive language, falling asleep in class or any behavior considered by school personnel to be outside of the norm for that student.

**Medication:** The possession and use of prescription or over the counter medications is governed by policies contained elsewhere in the handbook. Students who fail to comply with these medication policies risk violation of the substance abuse policy and, as such, are subject to the consequences described herein.

**Weapons:** No student may use, possess, handle, transmit or conceal any object that is, looks like or can be considered a dangerous item, weapon, or instrument of violence. Objects which are explosive or incendiary in nature, or any object determined to be a threat to the safety or security of anyone, including firearms, fireworks, explosives, knives, matches, lighters, or other such items or instruments, are prohibited on the premises and at school-related functions.

**Valuables:** Valuable personal items and gadgets such as iPods, MP3's, digital cameras, expensive jewelry, electronic games, etc., should not be brought to school by students. The school assumes no responsibility for the loss or damage of any such property. Such items may be confiscated and returned to the parents.

**Lockers:** Each student is assigned a locker and may request the use of a second one for sports equipment, duffel bags, backpacks, and the like. Personal items are not permitted in classrooms, hallways, or other areas. Students are encouraged to keep their lockers locked at all times, and may only use school issued locks for this purpose. Students who leave them unlocked do so at their own risk. The school assumes no responsibility for anything stored in student lockers. Lockers, as well as all personal belongings, are subject to search by school personnel at any time. Students may not keep food or beverages in their lockers other than what they need for a single day's lunch.

**Off-Limits Areas:** Students may not linger in parking lot or in the hallways during classes or lunch. The gym and all basement areas are off limits except during PE classes or when supervised by a staff member. Any area that is not supervised by a staff member is off-limits to students as are designated "Staff Only" areas such as the Teachers' Lounge, Maintenance Office, and so forth.

**Out of Class:** Students must be in class during the school day unless they have specific permission to be elsewhere. During the school day, students may not leave the building, for any reason, without permission.

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### **Dress Code**

TCC maintains a code of uniform dress for students in an attempt to accomplish the following:

- to safeguard student health and safety
- to emphasize the dignity of each individual as created by God
- to lessen the social emphasis on superficiality and cosmetics
- to alleviate competition regarding dress
- to reduce the economic burden on families
- to develop habits of neatness, modesty, good grooming and professional dress
- to create an atmosphere conducive to learning
- to eliminate unnecessary distraction.

Students are expected to arrive at and leave school in uniform every day, from the time a student arrives on the school grounds until after the student leaves the school grounds. Students are only permitted to change clothes before leaving for TCC activities and athletic games and practices or on other occasions approved by the Principal. Full compliance is required of all students at all times, including those who attend Buckeye Career Center and those who take post-secondary courses. Guidelines that address modesty, jewelry, hairstyles, etc., apply to all school activities and events. \*Buckeye Career Center uniforms/attire are acceptable as long as they are in-line with the rest of the dress code.

**Violations:** Students in violation of the Dress Code are subject to disciplinary measures, outlined in the Code of Conduct. Violators may be assigned detentions to be served on the day of the violation. In addition, a student may be required to call home for a change of clothes, work in isolation for the day or be assigned other consequences. As questions arise, the Principal will determine what is acceptable regarding student dress and grooming and any such determination is binding.

#### **Uniform for Boys**

- **Shirts:** The uniform shirt for boys must be purchased through the school. It may be long or short-sleeved and must be tucked into pants at all times. A plain, white, short-sleeved t-shirt with no writing or markings may be worn under the uniform shirt. Shirts must be fully buttoned, except at the collar.
- **Pants:** Pants are to be of black poplin/twill only. Jeans, cargo pants, pants with rivets or patch pockets, or knit type slacks are not permitted. Pants must be in good repair with no tears, holes, or cuts, and must be worn at the waist. Baggy trousers, those that hang at the hips, reveal undergarments, have oversized bell-bottoms or cuffs that drag on the floor and tight, form-fitting pants are not acceptable.
- **Belts:** A plain, black, or dark brown belt must be worn.
- **Sweatshirts:** Gray or black school sweatshirts purchased through the school office or the gray Central Catholic fleece jacket purchased from the school or the supplier may be worn. Coats, hooded sweatshirts, hats, and other outdoor clothing may be not worn in the building.
- **Shoes:** Solid color black or dark brown shoes, without contrasting trim, soles, stitching or laces, with socks are to be worn. Socks must be visible. Sandals or open-toe/heel shoes, work boots, moccasins, slippers, and soft-soled shoes are not permitted. Black or white socks only.

- **Hair:** Boys must be clean-shaven. Beards, mustaches, or sideburns that extend below the earlobe are prohibited. Hair may not be long enough to touch the shirt collar, ears or eyebrows and must conform to the Principal's standards. Hairstyles may not be distracting. Hair is not to be dyed; extreme coloring is prohibited.
- **Jewelry:** No earrings or jewelry decorating other parts of the body may be worn. Covering piercings with Band-Aids or tape is not permitted. A small chain bearing a cross or religious medal may be worn.

### **Uniform for Girls**

- **Shirts:** The uniform shirt for girls may be purchased from the school or the supplier. A plain, white, short-sleeved t-shirt with no writing or markings may be worn under the uniform shirt. Shirts must be fully buttoned, except at the collar. Undergarments may not be visible. Contrasting colored undergarments are prohibited.
- **Skirts:** Girls may wear the plaid uniform skirt purchased through the approved school vendor. Skirts may be no shorter than 4" from the floor when kneeling.
- **Pants:** Pants (Dockers, etc.) are to be of black poplin/twill only. Jeans, cargo pants, pants with rivets or patch pockets, or knit type slacks are not permitted. Pants must be in good repair with no tears, holes, or cuts, and must be worn at the waist. Baggy trousers, those that hang at the hips, reveal undergarments, have oversized bell-bottoms or cuffs that drag on the floor and tight, form-fitting pants are not acceptable.
- **Belts:** A plain, black or dark brown belt must be worn with pants at all times.
- **Sweaters:** Gray or black school sweatshirts purchased through the school office or the gray Central Catholic fleece jacket purchased from the school or the supplier may be worn. Coats, hooded sweatshirts, hats, and other outdoor clothing may be not worn in the building.
- **Shoes:** Solid color black or dark brown shoes, without contrasting trim, soles, stitching or laces, with socks are to be worn. Socks worn with skirts must be black or white only. Socks must be visible. Tennis shoes, sandals, shoes with open-toes or heels, flip-flops, moccasins, slippers, soft-soled shoes, clogs, or shoes without back straps are not permitted. Black socks must be worn with clogs.
- **Hair/Make-up:** Hair color may not be extreme and hairstyles may not be distracting. Hair is not to be dyed. Only moderate make-up for girls is permitted.
- **Jewelry:** A small chain bearing a cross or religious medal and small earrings are permitted. Dangling earrings, or jewelry decorating other parts of the body are not permitted. Covering piercings with Band-Aids or tape is not permitted.
- **Fingertip Rule:** At no time may skirts or shorts be worn that are shorter than the end of one's fingertips. This applies to PE clothing and sports uniforms, and for all events and school functions, including sports banquets, dances, special events and Homecoming.

### **Uniform Notes for Boys and Girls**

**Physical Education Uniform:** T-shirts and gym shorts or sweats, with tennis shoes and socks must be worn. Shorts must comply with the Fingertip Rule.

**Saints Jeans Day/Out of Uniform Days:** The Principal may occasionally approve a Saints Jeans Day or other occasion when uniforms need not be worn. The following rules apply:

1. Students may wear jeans or may wear the regular school uniform.
2. Pants must be in good repair with no tears, holes, or cuts, and must be worn at the waist. Baggy pants, those that hang at the hips, reveal undergarments, are overly tight or form-fitting, have oversized bell-bottoms or cuffs that drag on the floor are not acceptable.
3. Shorts or "capris" may be worn during August – September and April - June. Shorts must have belt loops and pockets. Athletic type shorts are not acceptable.
4. The Fingertip Rule is always in force.
5. Only TCC t-shirts, sweatshirts, hoodies or plain black or gold tops are permitted. Shirts must be fully buttoned, except at the collar. Shirts must cover the midriff and back. Undergarments may not be visible. Undergarments in contrasting colors are prohibited.

6. Tennis/athletic shoes may be worn. Sandals, shoes with open-toes or heels, flip-flops, work boots, moccasins, slippers and soft-soled shoes, clogs or shoes without back straps are not permitted.
7. The standard rules regarding make up and jewelry, etc., are in force on Jeans Days
8. Students must comply with the guidelines for special occasions, such as spirit week. Modesty and good judgment are expected at all times. Undergarments may never be visible.
9. Students who violate these rules are subject to the consequences of violating the dress code and may also be prohibited from participating in similar events in the future

Prohibitions: Clothing with references to alcohol, tobacco, drugs, violence, sex, hatred, hostility or anything which may be deemed antagonistic or inappropriate, are strictly prohibited at any time at any school activity or function on or off the school premises.

Jerseys and Team Shirts: Game jerseys or team T-Shirts may be worn once a week during the season on the designated day or at other times approved by the Principal. All players must dress alike.

School Activities, Events and Dances: Students are expected to dress in a modest, appropriate manner for all school dances. Shorts, short skirts, midriff revealing garments, strapless tops, and halter-tops are prohibited. The Fingertip Rule is always in force

Prom Attire

- *Boys:* Formal prom attire includes a tuxedo or dress suit, with a tie or bow tie, a turtleneck, a shirt, or a collared shirt, which may include a vest or cummerbund. Shirts are to be buttoned and shoes are to be worn at all times.
- *Girls:* Formal dresses or gowns may be strapless or may feature spaghetti straps. Bare or open backs are acceptable; however, bare stomachs or bare midriffs are not permitted. Undergarments should not be visible. See-through apparel and gowns or dresses with slits that are above the mid-thigh area are not permitted. Garments that are extremely tight or extremely low-cut are also not acceptable. The Fingertip Rule remains in force for those who may choose a short dress.

Other: Visible tattoos are prohibited for all students.

### **Disciplinary Measures**

Consequences for Code of Conduct violations include, but are not limited to the following:

**Silent Lunch:** For minor classroom offenses, students may be assigned to a Silent Lunch period. During Silent Lunch, the student will be isolated from classmates.

**Detention:** Assigned detentions must be served after school on the day determined by the staff member who assigns the detention. Transportation home after detention is the responsibility of the student/parent. Failure to report as assigned, or repeated detentions may result in the assignment of longer or successive detections or other, more serious consequences such as In-School Detention or Suspension. Students must report to detention in uniform. During detention, students must perform schoolwork or may read approved material. Talking, moving from an assigned seat or the use of phones or other electronic devices is prohibited.

**Loss of Privileges/Restriction/Financial Responsibility:** Certain behaviors may warrant other consequences. For example, problems in the library or cafeteria may result in the student being restricted from those areas. Misuse of materials, supplies or facilities, or inappropriate behavior at lunch may result in the assignment of cleaning, repair or other appropriate work time. In any incident resulting in a loss of or damage to property, the student may be held responsible for repair or replacement costs.

**In-School Detention/In-School Suspension:** An In-School Detention may be assigned for violations of the Code of Conduct. For repeated or more serious matters, an In-school Suspension may be assigned. During In-School Detention or Suspension, a student is required to engage in productive study and complete all assigned work in isolation. Work may be altered so it can be completed independently. Students may be assigned alternate or extended work in lieu of participation with the class; however extra credit may not be awarded for work completed during and In-School Detention or Suspension. Lunch and restroom breaks will be provided. The student must meet with teachers before and after school for assignments and to review completed work. Credit is given for work completed during the Detention or Suspension. A student may not participate in school activities, including practices, on the day of an In-School Detention or In-School Suspension. An In-School Suspension is a documented event.

**Suspension, Expulsion, Removal:** Repeated violations and other serious misconduct is cause for suspension and/or expulsion. For such misconduct, the student may be immediately suspended from school for up to ten school days. Parents will be notified of a decision to suspend or expel. The student may be sent home during the school day provided a parent or guardian has been notified. The student and parents will have the opportunity to meet with the Principal or other school authority to express their views, however there is no appeal process for suspensions.

A student may be suspended pending the outcome of expulsion proceedings. In such a case, the parents will be provided a copy of the appeals procedure, the timeline for which will commence immediately. A student may not attend school or school-related activities, including practices, for the duration of a suspension. Insofar as the school wishes to maintain the student's academic credibility, the student will be expected to complete all class assignments while serving out-of-school suspension

**Dismissal:** In a situation involving repeated or serious violations such as, but not limited to physical confrontation, menacing or threatening behaviors; possession or use of dangerous, illegal or banned items, substances or materials; defiance in matters of faith, practice or church teaching or any time the health, safety or well-being of any person is in jeopardy, or in any situation which it may be deemed necessary, a parent may be required to come for a student or a student may be otherwise removed from school. Law enforcement officials or other public authorities may be contacted in any such incident.

**Referrals/Intervention:** Disciplinary measures may be expanded to provide treatment and other appropriate intervention or counseling, the nature and extent of which will be determined by school personnel. A student may be required to complete any or all of the following, or other appropriate interventions at the parent's expense: drug or alcohol screening, chemical dependency evaluation, completion of an intervention or treatment plan, anger management, subsequent screenings or other forms of monitoring. The service, agency or professional delivering any such intervention must be appropriately trained and certified or licensed and approved by the Principal. Failure, on the part of the student or parent to pursue and cooperate with any outside referrals or related interventions is grounds for dismissal of the student. Such measures will not ordinarily be considered as alternatives to disciplinary measures.

### **Harassment**

1. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, or disability.
2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, or other staff member -- male or female -- should

- be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct, which constitutes sexual harassment, is prohibited. Sexually harassing conduct includes but is not limited to, the following:
    - A. Offensive sexual flirtations, advances, propositions
    - B. Continued or repeated verbal abuse of a sexual nature
    - C. Explicit or degrading sexual or gender-based comments about another individual or his or her appearance
    - D. The display or circulation of sexually explicit or suggestive writing, pictures or objects
    - E. Any offensive or abusive physical conduct which shows hostility or aversion toward an individual because of gender or sex
    - F. Graffiti of a sexual nature
    - G. Fondling oneself sexually or talking about one's sexual activity in front of others
    - H. Spreading rumors about or categorizing others as to sexual activity.
      - Sexual harassment also includes the taking of, or refusal to take any school or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's assignment, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of school or academic achievement.
      - Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.
  4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
  5. Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school, or at the superintendent's office. Any person who believes they are subject to harassment or intimidation should contact either the Principal, assistant Principal, or Pastor at the elementary level, and the Principal, assistant Principal or superintendent at the secondary level. A complaint should be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a Principal, assistant Principal or a Pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.
  6. Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, staff, or student engaging in harassment. The response shall take into account and be considered to be appropriate for the ages of the individuals and circumstances.
  7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.
  8. Any knowingly false charge of harassment made for the purpose of harming a person's reputation will have profoundly serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension, or expulsion.
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## **Athletics/Extracurricular**

Extracurricular activities, including athletics, are a valuable part of the educational experience. Participation provides students with opportunities for physical, mental, and emotional growth. It is our goal that the athletic program will help students:

- Apply Christian principles
- Acquire self-discipline and a strong work ethic
- Cultivate a sense of fair play, teamwork, interdependence, and commitment
- Develop and improve athletic skills.

**OHSAA:** TCC abides by all rules and regulations of the Ohio High School Athletic Association and the Inter-Valley Conference for the athletics programs for students in grades 9-12.

**The Principal:** The Principal appoints all coaches and assistants; and consults with the Athletics Director in establishing policies and procedures that govern the athletics program. The Principal maintains authority in all matters pertaining to athletics and is the final step in any appeal. The Principal's decision is final.

**The Athletic Director:** The AD administers the athletics program according to approved policies and procedures, in concert with the directives of the Diocese of Columbus, and the teachings of the Catholic Church. Coaches are responsible to the AD and the Principal.

**Coaches:** Coaches are models of sportsmanship, respect and cooperation and are pivotal in assuring that the goals of the program are achieved. Coaches manage teams with authority, discretion, and judgment; however, they must follow TCC policies and procedures and comply with all guidelines for the protection of children.

**Officials** are in control of all games and their decisions are final. Discrepancies regarding the interpretation of rules, etc., must be settled during the game in an appropriate manner.

**Catholic Identity:** School administration, coaches, parents, and athletes should work together to make participation in the athletic program a positive, enjoyable, and valuable experience while demonstrating Catholic values, self-discipline, and good sportsmanship. Coaches are responsible for assuring compliance, while athletes and their parents are expected to cooperate fully with the following:

1. Prayer should be a part of every team's regular routine.
2. Teams must attend Mass as a group in one of the local parishes during the season. Mass attendance is a coordinated effort among coaches, parishes, and the AD.
3. Sunday practices are prohibited. The Principal may make an isolated exception; however, an athlete may not be disciplined for missing a Sunday practice.
4. Diocesan policy prohibits games and practices on Holy Thursday, Good Friday, and Holy Saturday. Practices on Thanksgiving, Christmas, New Year's, and Easter are prohibited.
5. Athletes are encouraged to participate in school, parish and youth ministry religious programs, retreats, service projects, conferences, and the like. Athletes will not be penalized for participation in any such activity; however, the Coach should be notified well in advance of the event.
6. Athletes must always conduct themselves with dignity and display modesty.

**Priorities:** School programs and religious observances take precedence over athletics. If a scheduling conflict occurs, priority must be given to the school or religious activity. Program advisors, Pastors and parish youth ministers may request that students involved in a particular activity be excused from participation in athletics during the activity.

**Athletes:** Students may learn leadership and physical fitness skills through participation in athletics; however, academic achievement is essential to their well-being. Athletes must maintain academic standards, demonstrate good sportsmanship, and abide by the school Code of Conduct which is in force for all athletes at all times during the school day, on or off school property, and while being transported to or from, as well as during any school activity,

practice or athletics event. As representatives of TCC, athletes are scrutinized by the public, become role models for peers and younger children, and are ambassadors of our Catholic community who promote Catholic values and good sportsmanship. In choosing to participate, student-athletes accept this role and, with it, the responsibility of maintaining a drug-free, alcohol-free, incident-free, crime-free lifestyle. Participation is a privilege that may be revoked for academic, behavioral, or other reasons. Athletes are expected to:

- Demonstrate Christian behavior
- Obey all rules and guidelines
- Show respect for coaches, officials, teammates, and opponents
- Work as a team and be supportive of all team members
- Arrive on time and attend all practices and games,
- Respectfully accept the consequences for one's actions, including those for missed practices, violations of team rules or the Code of Conduct, etc.
- Take reasonable care of uniforms, supplies and equipment

**Eligibility:** To be eligible for participation in athletics, athletes must maintain at least a 1.5 GPA or higher for each grading period and receive passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation. An athlete failing to meet the criteria will be ineligible for the next grading period. Eligibility will not be restored until the fifth day of the new grading period if official grades meeting the criteria are filed. An ineligible athlete may only practice with the team if it is possible for the athlete to restore eligibility prior to the end of the season.

**Paperwork** must be turned in to the AD by the published deadline.

**Fees:** Each athlete must pay the established fee by the published deadline for each season to participate in a sport. An athlete will not be permitted to appear in a team photo or participate in any official competition if the fee is not paid. The fee will not be refunded for any reason, including injury. If the fee presents a financial difficulty, parents should contact the AD or Principal. All conditioning programs, open gyms, camps, etc., before the first official practice are voluntary. Any associated fees are the responsibility of the participant.

**Physicals:** Each athlete must undergo an annual physical examination. The OHSAA Pre-Participation Physical Examination form must be completed and signed by a physician, the athlete, and a parent.

**Forms:** Athletes and parents must sign the Athletics Enrollment Form, agreeing to abide by all athletics department regulations and standards for behavior, and submit it with the participation fee. They must also submit the forms required by the OHSAA prior to the season's first practice.

**Multiple Sports/Activities:** Students are encouraged to participate fully in athletics and extracurricular activities. Students may participate in more than one school sport at a time. Athletes who participate in more than one sport should select a primary sport in the case of an unresolvable scheduling conflict. In the case of such a conflict, the athlete must inform coaches in advance of the event in which the athlete will participate and any practices that will be missed. While an athlete may not be penalized for missing practice to participate in another sport or school activity, the athlete must understand that missed practices may affect readiness for competition.

**Late Enrollment:** The AD, in consultation with the head coach, will determine whether or not an athlete may be added to a team after the first practice. In part, the AD will consider the number of current participants, the number of practices already missed, the impact of a new member on the team, and the legitimacy of the reason for choosing to join the team late. Athletes may not quit a sport after one week into the season to participate in another during the same season without the approval of the AD. The AD will only approve the change for valid, compelling reasons.

**School Attendance:** In order to participate in any after school practice or game, a student must be in attendance according to the school attendance policies (page 3). The Principal may deny participation to an athlete who, in his judgment, is developing poor school attendance habits as a result of participation, such as frequent tardiness or absences associated with games or practices.

**Injuries:** In the case of an injury, the athlete should seek medical attention. If the injury requires medical attention, the athlete must present the coach with a doctor's written permission to return to the activity. Coaches may not permit injured athletes to participate until such notice is received.

**Concussions:** TCC complies with Ohio Law as well as NFHS rules and OHSAA policies that require a student who exhibits signs, symptoms or behaviors associated with concussion to be removed from participation and not permitted to reenter practice or competition on the same day as the removal. A physician's written medical authorization, using the designated documents, is required to grant clearance for the student to return to participation. Participation in Physical Education classes is guided by these same parameters.

**Equipment and Uniforms:** Athletes are responsible for uniforms and equipment issued to them for the duration of the season. Uniforms and equipment may only be used or worn by athletes and only during practices and athletic contests unless a coach grants special permission. All uniforms and equipment must be turned in at the end of the season. Parents will be held financially responsible for uniforms or equipment not turned in and for any items that are lost, stolen or damaged while issued to the athlete. Consequences of nonpayment include withholding records, reports and transcripts and denying registration for the following sport or season.

**Team Discipline:** With approval of the AD, coaches may establish specific rules for a team. Coaches have the authority and responsibility to take necessary disciplinary actions for violations of team rules or the school Code of Conduct. Disciplinary measures may include, but are not limited to, benching, short-term suspension from practice or play, or exclusion from the team for the season. Disciplinary decisions may be appealed to the AD. The AD's decision may be appealed to the Principal, whose decision is final.

**School Discipline:** An athlete will be denied participation in athletics for the duration of any school-related disciplinary consequence assigned. For example, if a detention is assigned during practice, the detention must be served before the athlete can practice. An athlete suspended in or out of school is ineligible to participate in practices or games on the days of the suspension or any weekends over which the suspension extends.

**Hazing:** Hazing in any form will not be tolerated. Athletes engaged in any such activity are subject to strict disciplinary consequences, which may include dismissal from the team.

**Banned Substances:** An athlete in violation of the Banned Substances policy is subject to additional consequences:

1. If the activity is in-season or a team is actively participating, the athlete may be denied participation for a portion of the total schedule of contests, the timeline for which will commence immediately, as follows: 20% for the first violation; 40% for the second violation, 1 year for the third violation. The athlete will not be permitted to practice, travel, or sit with the team during this time.
2. If the violation occurs prior to the end of one season, the remainder of the denial of participation may extend into the athlete's next season. The Principal will determine appropriate consequences for special circumstances, such as a suspension that may extend over the summer.

3. If the athlete is a senior, the Principal may assign a service or other special requirement to be completed prior to graduation. This requirement must be completed in order for the athlete to participate in graduation.
4. There is no appeal for disciplinary measures assigned for violations of the Banned Substances policy.

**Unlawful Behavior:** A student who admits to or is convicted of any misdemeanor or felony (other than minor traffic violations), at the discretion of the Principal, may be denied participation in athletics for a period of up to one year for the first offense and for a full year for the second offense.

**Practices:** Beginning with the first official practice as determined by the OHSAA, all practices, team meetings, contests and special occasions may be considered mandatory.

1. Although practices may begin at 2:45 p.m., student-teacher conferences and tutoring take precedence over practice. Students are encouraged to seek assistance from teachers when appropriate, and coaches will not penalize athletes for missing practices as a result of such interventions.
2. Athletes may not begin practices, warm-ups, or drills without a coach's supervision.
3. Those who have a later practice, game or other activity must vacate the building and leave the premises after school. Students are not permitted to wait in the building or on the premises after school or between practices.

**Weather Cancellations:** Practices, games and other activities during weather emergencies and school closings require the Principal's approval.

**Transportation:** Transportation for athletes to their events will be provided whenever possible and practicable. When transportation is provided, all athletes must travel to and from the event on the team bus. However, athletes may travel home with a parent if the parent submits a written request to the coach in person. A parent may only transport his/her son or daughter.

When not provided, parents must arrange transportation to and from the event. Those who choose to carpool do so of their own volition. The school assumes no responsibility for these arrangements. Staff and coaches are not permitted to arrange carpools or transport athletes. The Athletics Department does not typically arrange for tournament fan busses.

**Team Jerseys During School:** Jerseys or team T-shirts may be worn once a week during the season on the appointed day. Team members must dress alike. Provisions for the post-season will be announced.

**Varsity Letters:** In order to earn a varsity letter, athletes must meet the established criteria, a copy of which is available from the AD.

**Senior Banners:** Although senior banners are not specifically endorsed by TCC, banners will be displayed for senior athletes whose pictures comply with the dress code regulations regarding modesty, hairstyles, facial hair, jewelry, visible tattoos and so forth. Only head, and shoulders or torso poses will be displayed. Banners will be displayed in the venue appropriate to the sport for the duration of the season. Other than displaying banners, TCC bears no responsibility, financially or otherwise, associated with senior banners.

**Parents:** In order for the quality and integrity of the athletics program to be preserved, the full support and cooperation of parents is required.

1. Parents are expected to model appropriate behavior toward coaches, other athletes, opponents, and officials. There is no room for the profanity or unruly behavior on the part of parents or other adults; poor behavior reflects upon the entire Catholic community. Coaches or officials may eject parents or other adults for inappropriate or unruly behavior. The AD or Principal may also exclude them from attendance at athletic

- events for one or more games or an entire season. Failure to leave, if ejected, or failure to observe exclusion, is grounds for suspension of a parent's child from the team.
2. Parents should defer to the authority of coaches who are responsible for the athletes.
  3. Parents must arrange prompt transportation of athletes to and from practices and other events. Athletes may not remain on the premises before or after practice unsupervised.
  4. Parents are expected to support the team by attending games when possible and are required to work the gate, concessions, etc., as scheduled.
  5. Only officially appointed, properly credentialed coaches may supervise practices and games. Parents may not serve in this capacity.
  6. TCC is bound by IVC policies addressing the behavior of spectators. Those who violate it are subject to temporary removal, suspension, or a permanent ban from athletic events.

**Concerns:** Reflective of a Christian community, it is expected that problems will be resolved forthrightly, respectfully, and openly. Issues should be dealt with, in a conference setting, at the level or with the party closest to the issue. Parents with concerns involving the athletics program should proceed as follows:

1. Schedule a conference with the coach to discuss the matter.
2. If the issue remains unresolved, confer with the AD.
3. If the issue remains unresolved, submit a written request for consideration to the Principal who will determine if a conference is required, and then make a final, binding decision in the matter.

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## **Administration**

**Governance and Authority:** The Principal is charged with the administration of the school, pursuant to the laws, policies, and regulations of the state and federal governments and agencies in concert with those of the Diocese of Columbus and the Office of Catholic Schools (OCS). Students and parents are expected to comply with all school regulations and any revisions. The most current version of this handbook is available at the TCC web site ([tccsaints.com](http://tccsaints.com)). Diocesan policies are available at the OCS web site ([education.columbuscatholic.org](http://education.columbuscatholic.org)). The Principal consults with the school staff, Board of Trustees, Finance Council, and parent organizations, but maintains authority in school matters. Questions or concerns should be directed to the Principal, who will determine their final disposition.

**Accreditation:** TCC is fully accredited by the Ohio Catholic Schools Accrediting Association (OCSAA) and complies with all operational standards approved for Catholic schools by the State of Ohio. All programs and policies are evaluated on an ongoing basis.

**Communications:** Good communication is essential to the smooth operation of the school. The school web site is the most effective way for the school to communicate with parents and is thus considered a supplement to this Handbook. It includes any changes or clarifications in policies and regulations, as well as news of upcoming events, lunch menus, schedules, etc. Parents should check the site often and act on necessary matters in a timely fashion. When information is unclear or other questions arise, a simple phone call to the office can be helpful. Parents are encouraged to contact the office with any questions. Any matter may be referred to the Principal for clarification.

**Nondiscrimination:** TCC recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school does not discriminate on the basis of race, color or ethnic origin in the administration of its educational program and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency orders, or public-school district-initiated desegregation.

**Admission:** TCC admits students according to the designated attendance areas stipulated by diocesan policy. The school is open to students of families who sincerely seek the religious nature of our program. While preference is given to participating members of Catholic parishes, others are welcome as space allows. New admissions are subject to the approval of the Principal who will exercise discretion to assure enrollment for good and proper reasons, consistent with the school's philosophy and mission.

**Acceptance:** Students must be willing and able to function effectively within the programs and services available at TCC. An application may be rejected for behavioral or other discipline issues, or due to the presence of educational needs outside the scope of the school's ability or resources to effectively educate. Prior to the acceptance of an application, the Principal may contact the sending school for any relevant information including a child's academic and behavioral record. TCC will not admit a student whose financial obligations to this, or another school of the diocese, are not met.

**Parents' Statement:** Parents who wish to enroll student(s) in TCC must agree to pay tuition according to established policies; comply with all policies, standards and regulations of the school and the diocese; support the educational mission of the school; actively support fundraisers, special projects, and activities; and work at various events, as scheduled. The Catholic Church and TCC recognize parents as the primary educators of their children. The education of students here is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This a profoundly serious decision that is not made lightly

**Registration:** To complete the registration process, parents must participate in a registration conference with the Principal, supply all the necessary information, and complete the required forms.

**Electronic Forms:** Submitting or verifying information electronically constitutes agreement by the parent to abide by the content of those forms.

**Custody:** Parents are required to submit a certified copy of any court order or decree relative to custody and/or residence of a child. The parent with whom a student resides and the parent who is not the residential parent are expected to cooperate fully in matters that affect the student and communicate effectively with one another in this regard.

**Access:** Unless parameters regarding access to data, visitation, and so forth have been determined by legal authority, both parents are entitled to access student data. Visitation, however, must be conducted outside of school hours. Should a parent request the restriction of another parent, that parent must submit documentation from the court, or proper official, outlining the basis for such restriction. Verbal requests without documentation cannot be honored.

**Special Arrangements:** A parent may request that an adult, who is not a child's parent, (e.g., a stepparent, grandparent, sibling, other relative or caregiver, etc.) be acknowledged by school personnel as one who may act on a child's behalf in school matters. This request, however, must be submitted in writing and, typically, notarized. Any request to modify such an arrangement must also be submitted in writing.

**Tuition Scales:** There are separate tuition scales for grades 7-8 and 9-12; however, if a family enrolls one or more students in grades 9-12 and in grades 7 -8, the rates for subsequent children may be applied. Examples are shown on the Tuition Form. The Treasurer will interpret, verify, and approve any deductions that are applied.

**Enrollment Agreement:** The form must be received by the announced deadline in order to reserve space for the coming school year and avoid the registration fee. Late enrollees will be accepted as space allows.

**Participating Membership in a Parish:**

- A. Families recognized by their Pastors as Participating Members pay the Participating Member rate according to the tuition scale for the grades in which students are enrolled. In recognizing families as Participating Members, the Pastor agrees to pay the appropriate subsidy. Questions concerning parish membership must be directed to the Pastor.
- B. For a family to be recognized by the Pastor as a "Participating Member", the family must:
  - 1. Be registered in the parish
  - 2. Be recognized as participants in the sacramental life of the parish
  - 3. Contribute time and talent to the ministries of the parish
  - 4. Regularly contribute to the financial support of the parish
- C. Families who are not recognized as Participating Members must pay the higher tuition rate (Non-participating) according to the current Tuition Scale for the grades in which students are enrolled.
- D. Parish membership is subject to periodic review. Families who, at any time, are found to be outside this definition may be charged the non-participating rate, or a prorated adjustment of that rate.

**Tuition Payment:** Tuition may be prepaid in full by August 15; otherwise, families must enroll in the FACTS payment plan.

- A. FACTS payment plans:
  - 1. Two payments: August and January.
  - 2. Four payments: August, November, February, and May.
  - 3. Ten monthly payments: August - May.
- B. Consequences of late/nonpayment of tuition:
  - 1. Quarterly report cards will be withheld if tuition payments are not current. If reports are withheld, online access to grades must be blocked.
  - 2. Students may be denied participation in extracurricular activities and athletics, including practices, if tuition payments are not current.
  - 3. Students may be excluded from classes if tuition payments are not current.
- C. All fees, including tuition, cafeteria, athletics, student activities, library fees, etc., must be paid in full by the last day of school before exams. The consequences of nonpayment are:
  - 1. Students will be prohibited from taking final exams until/unless all fees are paid.
  - 2. Records and other reports, including transcripts, will be withheld until all fees are paid.
  - 3. Students may be denied registration for the following year if tuition payments are not current.

**Special Circumstances:**

- A. TCC will not enroll a student or reserve a space unless all financial obligations have been met with this or another school of the diocese, or other arrangements have been approved by the Pastor and/or the Principal. TCC will consult with the sending school to confirm that all such financial obligations have been met.
- B. Accounts not paid according to the FACTS plan may be returned to the school for collection, requiring an approved special payment plan. Any alternate payment plan requires that payments be received by the date specified or be subject to the consequences of nonpayment.
- C. Tuition for international students must be paid prior to enrollment.
- D. If a parent intends to withdraw a student prior to the end of the school year, the school must be so notified in writing. The effective date of the withdrawal must be indicated on the written notice, or it will be determined by the date upon which the notice is

received. Tuition is charged for the remainder of the term (quarter) in which the effective date of the withdrawal falls, according to the school calendar.

- E. In the case of bankruptcy, the school must be included among the list of creditors. Future enrollment in this case requires full payment prior to the start of school.
- F. No refund will be issued for a student who is expelled.
- G. Tuition assistance is available from the diocese, school, and parishes, with grants awarded based on need, as funds are available. Families must apply through the FACTS Tuition Assistance process. Diocesan grants are awarded first. Families who do not receive a diocesan grant, or those for whom the diocesan grant fails to meet their needs, may direct a written request for further assistance to the Principal or their Pastor, either of whom may request financial information in order to document need.

**Student Records:** Parents are required to provide adequate record information for students. Incomplete or inaccurate information can be cause for rejection of an application or removal of the student upon discovery. Providing a student's social security number constitutes permission to use that number for record purposes, especially in the case of special education placement. Records are updated annually, using new information provided on the Medical Emergency Form. Any other changes in student, family or other status must be reported to the school office so that records may be kept current. Information that is outdated or no longer needed may be purged periodically.

**Access:** Student records remain the property of TCC. Parents have access to all record data but must give adequate notice and schedule an appointment in advance to review records. Such review will typically take place in the guidance office. Parents have the right to request copies of records at their expense, challenge the accuracy of any data, and to insert a written rebuttal of any information considered inaccurate. Access to student records is limited to the parents or guardians and school personnel. A subpoena, court order or parents' written release is required for anyone else to have access to student records. Information concerning students for research and statistical purposes may be released if student identity is protected.

**Directory Information:** Directory information regarding students will be released in various formats including web sites, unless a parent notifies the school that such information is not to be released regarding the child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. Parent consent must be provided for the school to release personally identifiable information, i.e., information that makes the student more traceable, which includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.,) and educational needs.

**Transfer:** Records, including transcripts, will not be released until all financial obligations to TCC have been paid. Official school records are not released to parents. Records must be sent from the office directly to the receiving school, upon verification of enrollment and a signed release.

**Transportation** is provided by most public-school districts, according to their policies. Parents must make transportation arrangements with the school district in which they reside. The school office is ready to assist parents in this regard; however, the school has no authority in such matters. All districts have policies that allow for the suspension of services for any student where behavioral problems exist. TCC cooperates with these districts in such matters. Decisions to transport students, or to allow them to be transported by any method, drive, walk, wait for or ride a bus, ultimately remain with parents. Parents should carefully weigh these decisions especially in the case of an early dismissal, during inclement weather, or when TCC is open and driving conditions may be unfavorable.

**Lunch** is served daily in the school cafeteria on a cash basis. Parents are urged to prepay into a student's lunch account and replace those funds as they are depleted.

1. Students may occasionally charge lunches, but on a limited basis. Charge privileges may be suspended until excessive charges are paid. Charges may not exceed \$10. Peanut butter and jelly or a cheese sandwich will be available for students with excessive charges.
2. Applications for and information concerning free and reduced-price meals are available in the office. Qualifying students are entitled to a complete lunch but must pay for extras.
3. Students may bring packed lunches, although parents should consider safe food storage since refrigeration is not available. Students may purchase approved beverages at school.
4. Carbonated beverages, energy drinks or beverages in glass bottles or cans are not permitted. No vending machines are available to students.
5. Students are not permitted to order lunches to be delivered to school. Parents who drop off or order lunches for students should have them delivered to the office. Parents should not drop off fast food orders for students.
6. Students may not purchase lunches or snacks for others.
7. Students are not permitted to skip lunch unless directed to do so by a physician.

**Deliveries** to classrooms are prohibited. TCC may attempt to verify the identity of the sender or question the validity of any item delivered to a student during the school day. The item will typically be held in the office until the end of the school day. TCC may also refuse any delivery or request that it be delivered to the student at some other location.

**Parent involvement** is essential to the educational advantages offered at TCC. Parents are expected to fully support the efforts of teachers in providing a quality educational program for students, attend conferences and communicate concerns in an appropriate manner.

Many opportunities exist for parents to lend support. By virtue of the enrollment agreement, parents are required to actively support fundraisers, special projects, and school activities and work at various events, as scheduled. It is expected that all will lend full support to fundraising activities and demonstrate a willingness to provide leadership for them as needed.

**Volunteers** must complete a Volunteer Application and abide by all policies, procedures, and regulations, particularly as they relate to the protection of children. Such policies are outlined in the Volunteer Handbook, a copy of which is available in the school office. Any case of suspected abuse or neglect must be reported to local child protection authorities.

**Child Protection:** Every volunteer in a program or ministry for children and youth, as well as those who have been delegated care, custody, or control of children and youth, regardless of the level of contact with them, is required to complete a civilian criminal background check and participate in a Protecting God's Children training session. Duration of service does not mitigate compliance with this policy.

1. Anyone who has not been a legal resident of Ohio for the past consecutive 5-years is required to complete a Federal Bureau of Investigation (FBI) criminal background check.
2. Completed criminal background checks are compiled by the designated diocesan official.
3. A new background check must be conducted if a volunteer has a significant (more than 1 ½ years) gap in their service in the diocese.

**Organizations:** The Principal consults with several organizations and committees regarding school matters:

1. The Saints and Booster Clubs promote communication, good will and cooperation among parents, teachers, and administration and promote fund raising activities.
2. The Advisory Board advises the Principal in the specific areas of marketing, public relations, planning, policy formulation, and finance. The Principal is free to consult with the board on other matters. The board is consultative, with no governing authority.

3. The Finance Council provides for consultation according to diocesan policies.
4. The Building and Grounds Committee provides advice and direction with regard to construction, maintenance, and upkeep of school facilities.

**Cooperation:** Reflective of a Christian community, it is expected that all problems will be resolved forthrightly, respectfully, and openly. TCC operates under the principle of subsidiarity in relationships and structure, thus disagreements or complaints should be dealt with and resolutions sought in a conference setting at the level or with the party closest to the issue. Since the goal in these situations is to achieve a reconciliation of differences and so that an adversarial situation does not occur, legal counsel is not permitted to attend any conference. Where it seems as though the conflict cannot be resolved, the Principal may be contacted, whose disposition of the matter is final.

There is no place for adversarial, confrontational, abusive, or threatening language or behavior from anyone, including adults, at TCC. Parents and others who engage in such behaviors at school or at any school-sponsored activity, event or program, including athletics events, may be asked to leave the premises, refrain from future attendance or participation, or accept other appropriate consequences deemed necessary by the Principal. Students may be dismissed from TCC if parents fail to abide by these guidelines or refuse to comply with school policies, regulations, or administrative directives. Anonymous accusations, complaints and other information will not typically be investigated.

**Money** sent to school for any purpose should be placed in an envelope with the student's name marked on the front along with an indication of its purpose. Students should not carry large amounts of cash at school. Students are responsible for any money they have and may not engage in financial transactions at school (e.g., loans, selling, trading, payments, buying food for others, etc.). Parents are asked to turn in money for fundraisers and such, by check, so students do not carry large amounts of cash. The issuer of the check is responsible for any bank fees associated with returned checks.

**Distribution of Literature:** No literature, handbills, flyers, advertisements, or notices of any type may be distributed or posted on or around the premises without approval of the Principal. The school will not distribute information of a commercial/business nature unless it is judged to be of a significant benefit to students, families, staff, or the school.

**Non-endorsement:** The school is often asked to distribute information regarding activities, services or sales of educationally oriented programs, books, and materials. For the most part, these options will not be made available through the school office. At no time should any such program be considered as endorsed by the Principal or other school personnel, without a specific letter of endorsement. Students, families, or staff members are insulated as much as possible from commercial marketing, products, and programs.

**Community:** TCC will gladly distribute information concerning community programs and events; however, they must also have the prior approval of the Principal. There is a natural preference for information that promotes programs within parishes and those sponsored by our partner schools. Distribution authorization is at the sole discretion of the Principal.

**Interviews:** No one is permitted to interview a student without an appropriate court order, prior approval of the parent or specific authorization from the Principal. In the case of an investigation of any type, the Principal will determine whether such an interview may take place at school. In any case, it may only take place upon the interviewer's presentation of proper credentials. The Principal may request that a third-party witness any conference.

**Pregnancy:** In accordance with diocesan policy, TCC believes that an act involving procreation of life is the exclusive right of those who are married. If a student becomes pregnant outside of marriage, the administration and faculty will have deep concern and

compassion for the girl who is pregnant, for the boy who is the father, and for the fetal life the girl carries. Considering the sacredness of life, abortion is not the solution to pregnancy problems. At this time in their lives, students involved in a pregnancy need Christian acceptance, compassion, and counsel. The administration and faculty have an attitude of compassion rather than approval. In the light of the religious instruction they have received, the student body should display a Christian attitude toward those involved. Counseling for the expectant parents is strongly recommended.

**Visitors:** Access to the building is electronically controlled. Visitors are asked to press the buzzer and state their name and indicate the nature of their visit. Parents and other visitors must report to the office upon entering the building for any reason and for any duration, pick up a visitor's badge, and sign out before leaving. This includes any non-student, non-staff personnel. All business should be conducted through the office. We make every effort not to interrupt the school day; therefore, parents may not go directly to classrooms or linger in the halls. Cooperation in this matter is essential and very much appreciated.

**School Closings:** Weather closings, school day delays, early dismissals and other emergencies are typically announced via voice mail and reported to the local media, most of which also post the information on their web sites. Parents should access these options any time that the weather is threatening. To ensure the safety of our students during the time of inclement weather, a school closing automatically cancels all school activities for the day. If the weather clears, the Principal will make determination for the holding of late day or evening events and practices.

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## **Curriculum & Instruction**

**Credit/Placement/Promotion/Retention:** The guidance officer must review the transcript for new students, determine the validity of all credits and enter only valid credits into the student's record. The same applies to students currently enrolled requesting the transfer of credits from other schools or on-line coursework. The Principal, in consultation with the guidance officer, teachers and parents, determines the placement of students entering TCC. Decisions regarding placement, promotion or retention for current students rest with the Principal, in consultation with the guidance officer, teachers and parents. Parents will be notified by the end of the third quarter if there is a possibility of retention (grades 7-8).

**Home Schooling:** Prior to placement consideration, the parent of a student who has been schooled at home must present a verification of grade placement or credit from the public-school district of residence. TCC has no provision for granting credit for home schooling.

**Curriculum** is developed in cooperation with the Diocese of Columbus Office of Catholic Schools with approval from the State of Ohio Department of Education. Courses of Study for each subject are rooted in the approved standards for instruction. Student progress is assessed in all subjects, according to those standards.

**Materials:** Textbooks and materials are selected for their correlation with standards. TCC cooperates fully, and local decisions are made, with the curriculum leadership provided through the Office of Catholic Schools. Curricular decisions are made by the Principal in consultation with staff members, with the approval of the Office of Catholic Schools.

**Grading Scale:** TCC uses a standards-based reporting system in grades 7-8. In grades 9-12, numeric averages are converted to letter grades and Grade Point Averages according to the following, 4-point scale:

<u>Numeric</u>	<u>Letter</u>	<u>GPA</u>
<u>Average</u>	<u>Grade</u>	<u>Value</u>
98-100	A+	4.00

95-97	A	4.00
92-94	A-	4.00
89-91	B+	3.50
86-88	B	3.25
83-85	B-	3.00
80-82	C+	2.50
77-79	C	2.25
74-76	C-	2.00
71-73	D+	1.50
68-70	D	1.25
65-67	D-	1.00
0-64	F	0.00

All grades are calculated in the GPA. An Incomplete (I) must be remedied according to the timeline established by the teacher; otherwise the grade will be determined only by the work completed and turned in along with any tests or quizzes taken.

**High School Graduation Requirements:**

1. TCC students must complete the Service Component prior to graduation.
2. A minimum of 25 units of course credit as indicated below, is required for graduation.
  - Religion 4.0
  - English 4.0
  - Social Studies 4.0 (must include American History and Government)
  - Mathematics 4.0 (must include Algebra I, Geometry and Algebra II)
  - Science 3.0 (must include Physical Science, Biology, and an Advanced Science)
  - Foreign Language 2.0
  - The Arts 1.0
  - Physical Education 0.5 (Two semesters of Phys. Ed equal one-half credit.)
  - Health 0.5
  - The balance of credits must be met through elective courses.

**Junior High:** With the exception of students in special programs, students in grades 7-8 follow the regular daily schedule, which is typically distributed prior to the start of school.

**Exams:** Exam schedules are distributed toward the end of each semester. High School students must take the exams as scheduled. Students with incomplete/missing work must stay for afternoon study periods. Students with an “A” in all four quarters and on the first semester exam may be exempted from final exams.

**Evaluation of Student Progress:** Evaluation is a process by which student progress is monitored and assessed over time in light of the standards that form instructional content. It also measures the degree to which a student is developing effective study habits and social skills. Further, it is based on input from many sources.

**Internet Resources:** Parents and students have electronic access to students’ grades using the access code provided by the school. It may take up to a week for grades for major assignments, tests, and exams to be posted. Such access must be blocked if tuition or other fees are not paid.

**Report Cards:** prepared quarterly, are one part of the evaluation process. For a more complete understanding of progress, parents should also consider information from other sources such as conferences, student work, interim reports, and ability/achievement tests. Interim Reports indicate student progress since the last report card. These reports are distributed electronically.

**Parent-Teacher Conferences** are scheduled formally during the school year but may also be scheduled at other times as needed. Conferences may be arranged through the office.

**Advanced Placement Classes:** Capable Juniors and Seniors may register for Advanced Placement Classes, as they are available, with the approval of the instructor. Underclassmen may only be permitted in these courses with special permission from the Principal. Given the challenging curriculum, there is a separate grading scale for AP courses that is provided to students enrolled. Students may take the AP Exam at the end of the school year, which will take the place of the class exam. This may or may not count towards college credit depending on the college or university. Students are responsible for paying the costs associated with the AP tests.

**College Credit Plus** Ohio's College Credit Plus (CCP) program offers college-ready students in grades 7-12, the opportunity to take college classes and earn both high school and college credit. Parents and students are invited to an annual seminar, typically at Kent State Tuscarawas, where information provided and established deadlines are publicized. The Guidance Officer makes this information available as we receive it.

**Special Needs:** Parents of students for whom a special education plan is in force or special needs are present must present a copy of the current plan, including relevant evaluation data, to the Principal. Prior to acceptance of the student, the Principal must determine the extent to which the school is able to properly implement a services plan, accommodations or other appropriate program adjustments. The Principal will also use discretion in the admission of a student based on the number or needs of students currently enrolled. Appropriate modifications, accommodations will be determined by written plan.

**Government Programs:** TCC accesses available state and federal assistance programs in order to provide special education services. Questions regarding these services, special evaluations or testing should be directed to the Principal. The school cooperates with all governmental regulations and public-school district policies regarding special services for students.

**Honors Diploma:** A student can earn a Diploma with Honors by satisfying the requirements established by the State of Ohio Department of Education. The specific guidelines are published annually on the Ohio Department of Education web site (<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas/Academic-Honors-Diploma>).

**Standardized Testing:**

1. Terra Nova & In-View tests are administered each year to students in grades 7-8. Score reports are usually distributed to parents during the third quarter. These reports measure student achievement in light of ability according to national norms.
2. Juniors are required to take the PSAT. There is a fee for each of these tests. Juniors are also required to take the ASVAB. There is no fee for this test.
3. All students must meet the State of Ohio Pathways to Graduation and take the state mandated assessments.
4. Students are strongly urged to register for and take both the ACT and SAT.

**Student Rankings:** TCC does not rank students.

**Valedictorian:** The final determination of the valedictorian occurs at the end of the seventh semester. Ties are not typically broken beyond the second GPA decimal point. A Salutatorian may not be named if there are multiple Valedictorians. While the third and fourth quarter grades do not impact the designated Valedictorian/Salutatorian, those so named must maintain satisfactory school performance and appropriated behavior to be so recognized.

**Student Recognition:**

1. **Honor Roll:** To be eligible for the honor roll, a student must have at least a 92% average with no grade less than an 83% for that quarter.

2. **Academic Letters** (9-12) can be earned by students with no quarter grade or exam lower than an 85% in any subject. These are determined at the end of the third grading period.
3. **An "All A's" Award** can be earned by students in grades 9-12 by having no grade lower than a 92% in any grading period in any subject for each quarter. These are determined at the conclusion of the third grading period.
4. **Honors Medals:** A senior must maintain a GPA of 3.75 or higher at the end of each school year and through the seventh semester of their senior year to earn an honors medal.
5. **Highest Average Pin:** Awarded to the student with the highest average in each course.

**National Honor Society:** Membership in the National Honor Society is a privilege to be earned, not a right to be expected. Local procedures adhere to the NHS by-laws. A junior or senior who has earned a 3.5 GPA is eligible to apply for membership. Selection begins during the first semester, according to the deadline determined by the advisor. No applications will be accepted after the deadline. An undisclosed faculty council considers applicants with respect to scholarship, leadership, service, and character. Deliberations are confidential. Records are not maintained. There is no appeals process.

**Awards and Scholarships:** To be considered for awards and scholarships presented by TCC, students are expected to complete the proper application and submit it by the published deadline. Applications are typically distributed in February and posted to the web site.

**Jr. High Algebra:** Students, who meet the specified criteria, may be admitted to accelerated programs in Algebra according to diocesan policy. Options for students to take Algebra or Algebra for high school credit in eighth grade require that students meet the prescribed standardized test and qualifying test scores, and the criteria for classroom performance.

**Homework** is an essential part of the educational process. All students are expected to complete assigned work. Students should observe study time each night, even if specific assignments are not given. Students are encouraged to work on long-term projects, study problem subjects, practice particular skills, and so forth. As important as doing the assigned work is the establishment of good study habits. Expectations for homework will differ from grade to grade and teacher to teacher. Failure to complete assignments is a violation of the Code of Conduct and thus may be grounds for disciplinary measures. Teachers may withhold credit for work not completed and turned in on time as assigned

**Missed Assignments:** After an absence, students are responsible for meeting with each teacher for missed work and to schedule make-up tests and quizzes. At that time, teachers will establish due dates for missed work. Normally, students are granted an amount of time equal to the number of days missed in order to complete and turn in the work. Teachers may require student to take any quizzes missed during an absence immediately upon return to school. The due date for work assigned or quizzes and tests announced prior to the absence is not extended.

**Illness:** If a student is well enough to study at home during an extended illness, parents may call the office to request that work be ready for pick up; but should allow sufficient time for lists to be prepared. Work will not typically be sent home for a single-day absence.

**Vacations:** Assignments and class work missed due to vacations, if excused by the Principal, are provided for students upon their return to school. Work lists are not typically provided before the fact since plans and activities are determined, to a large extent, by actual lessons and class progress. Teachers may suggest areas for the student to work ahead and students may complete routine assignments, but assignment lists will not typically be prepared for students in advance of vacations.

**Credit:** Teachers may require that work be completed even if no credit is given, such as in the case of late assignments or make-up work during unexcused absences, or additional work

assigned during In-School Detention or Suspension. Teachers may adapt assignments to differing circumstances or assign alternate work for work missed during an absence. Extra credit must be academic in nature and aligned to the course of study. Extra credit will be used on a limited basis.

**Study Hall:** Students must report to Study Halls as scheduled, unless a staff member requests otherwise for valid reasons. A quiet and orderly atmosphere will be maintained in all study halls. Students must be occupied with schoolwork or reading; or may study in groups with the permission of the teacher. The use of electronic devices (e.g., iPads) for non-educational purposes (games, music, etc.) is prohibited for students with a grade of "D" or lower for the previous quarter.

**Textbooks** and other educational materials and media remain the property of TCC. Students are responsible for the care of books and other materials loaned to them. They must be turned in at the end of the course in good condition. Students are financially responsible for damage to or loss of books and materials issued to them, regardless of the circumstances surrounding the loss or damage. Report cards, records, transcripts, and diplomas may be withheld until all books are returned and fees paid.

**Technology:** TCC incorporates appropriate educational technology throughout the curriculum. Such technologies must be used in a manner that is educationally appropriate and consistent with standards of electronic ethics and copyright laws. Access to technology at school, including the internet, is considered a privilege that may be revoked for misuse. Students are responsible for appropriate behavior when using technology when using these resources. The school makes every effort to educate students in the safe and acceptable use of technology and monitor technology access by students but makes no guarantee regarding the content or appropriateness of material to which students may be exposed. Each student and a parent must sign a copy of the policy that defines acceptable use. Student access to technology, both school- issued and student-owned, is granted at the discretion of the staff and administration and is regulated at their discretion. There should be no expectation of privacy with regard to electronic devices used at school, regardless of who owns them. Misuse is grounds for appropriate disciplinary measures.

**Devices (iPad, Chromebook, Laptop):** The device loan program is governed by the agreement that students and parents sign. Students are responsible for the loss or any damage to the unit while in their care.

**Curriculum Materials:** Various materials support the curriculum by meeting the needs of students and teachers, toward the development of critical thinking skills and lifelong reading habits. Students are responsible for materials loaned to them and may be charged the replacement cost of anything lost, stolen or damaged while in their care, according to school records. Access to these materials may be denied to students until items are returned or proper behavior patterns have been adopted. Any challenge to curriculum material must be submitted to the Principal in writing and should include an explanation of the objection to the work in question. The Principal will consider the challenge, in consultation with other staff members and render a final decision.

**Performances:** Various course curricula include performance strands. Students are required to participate as scheduled. Some performances occur outside of the school day.

**Field Trips:** Students may only participate in field trips and other educational excursions with a Field Trip Request Form signed by the parent. The cost of such trips, including transportation, may be passed on to students. Students may be denied participation for disciplinary or other reasons. In such case the student may be required to complete alternate assignments. In some cases, the parent may be requested to keep the student home. The Code of Conduct is in force for all students at all school activities on and off the premises. Should a violation of the

Code of Conduct occur during a field trip, a parent may be called to pick up the offending student.

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### **Health/Safety**

**Immunizations:** Student health is monitored in cooperation with local and state health department regulations. Law requires us to assure that students have the prescribed immunizations. Students must be excluded from school in the case of noncompliance.

**Contagious Diseases:** Contagious diseases are monitored according to health department policy and must often be reported. For this reason, under certain circumstances, parents may be asked to describe the student's symptoms when calling in to report an absence. Students may be excluded from class until symptoms are no longer evident.

**Nuisance Diseases:** Particularly, in the case of nuisance diseases (e.g., head lice) parents may be asked to follow a prescribed treatment to deter further spread of the disease. Parental cooperation is essential to general student health. Many procedures are prescribed by health authorities and, in some cases, our regulations differ from those of personal physicians. In such cases, we comply with Health Department directives.

**Screening:** Students are periodically screened for several health concerns and general wellness. They include, but are not necessarily limited to, screenings for vision, hearing, scoliosis, and general health, including height, weight, blood pressure, etc.

**Other:** We will do our best to accommodate special needs of students with other diseases, ailments, or physical conditions in consideration of a physician's recommendation. Parents must provide full disclosure of health matters that may affect a student and cooperate fully with attempts to seek the best medical advice. Failure to do so may result in the dismissal of the student. Students generally remain in the classroom setting and perform usual tasks as their illness or condition allows. The school may form an intervention team to review and make recommendations regarding participation in the school setting by students with specifically diagnosed diseases or other health-related circumstances. This team may include the Principal, nurse, a physician, public health official and the parent.

**Concussions:** A physician's written medical authorization, using the designated documents, is required for a student to return to participation in Physical Education classes following a concussion.

TCC is guided by the recommended protocols and resources available from the USA Department of Health and Human Services, The Centers for Disease Control and Prevention, The Ohio Department of Health, The National Federation of State High School Associations and the Ohio High School Athletic Association. Links to these resources are readily available on the school website ([www.TCCSaints.com](http://www.TCCSaints.com))

**Emergencies:** An Emergency Medical Form is required for each student. All requested information must be supplied, including dietary restrictions. Parents are required to assure that this information is kept current and that any changes are reported immediately. In the case of an emergency, school personnel will consult this information.

**Wellness:** TCC has implemented a policy that supports the general wellness of students. The overriding goal of this policy is to enable students to achieve and maintain optimum health by making informed decisions that will enhance their capacity for reverence for life, self-respect, and respect for others. The full context of the current policy is available in the school office. The components and primary goals of each are as follows:

1. Nutrition Education: to positively influence students' eating behaviors.

2. Physical Activity: to enable students to become physically fit and enjoy the benefits of lifelong physical fitness.
3. Nutrition Standards: to enable students to develop healthy, lifelong eating habits.
4. Other School-Based Activities: to maintain a school environment that provides consistent wellness messages and is conducive to healthy eating and being physically active.
5. Measurement and Evaluation: to enable the continuous improvement and monitor the success of the school wellness policy.

**Medication:** When medication is necessary or prescribed for a student, parents are encouraged to consider and discuss with the physician the possibility of a medication schedule outside of school hours. We understand that there are situations where this is not in the best interest of the student. Students, however, are not permitted to carry medication of any kind. All medication, prescription and nonprescription/over-the-counter, must be secured in the clinic and administered by school personnel only. The parent must provide a completed Medical Authorization form, available in the office, school web site, or from the school nurse, in all cases. If these procedures are not followed, a student risks a violation of the Code of Conduct, specifically with regard to possession of banned substances. The school will not administer aspirin under any circumstances, due to a connection with Reye's syndrome.

**Prescription Medication:**

1. The parent must present a completed Medical Authorization form.
2. The form must indicate the specific medication, dosage, and possible side effects.
3. The form must be signed by a parent and a physician.
4. The medication must be in its original container and have an affixed pharmacy label with the student's name.
5. At the end of the medication schedule, or at the end of the year, a parent must report to the office to pick up any unused medication.

**Nonprescription/Over-the-Counter Medication** (e.g., Tylenol, cough drops)

1. The parent must present a completed Medical Authorization form.
2. The form must indicate the specific dosage and the times at which the medication is to be administered in accord with the label instructions.
3. The form must be signed by a parent and a physician.
4. The medication must be in its original container.
5. At the end of the medication schedule, or at the end of the year, a parent must report to the office to pick up any unused medication.

**Inspections:** The school undergoes regular fire, health and environment inspections and complies with all resulting recommendations. TCC further complies with the Asbestos Hazard Emergency Response Act (AHERA), which requires this annual written notice to parents that a copy of the Asbestos Management Plan is available through the school office.

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### **Crisis Plan**

The school crisis plan addresses the major issues in a school crisis - Prevention, Preparedness, Response and Recovery - in accordance with FEMA Incident Command principles. The full context of the Crisis Manual is available in the school office and online at the school web site. Below is a summary of that plan.

Prevention/Mitigation: Administration has been trained in advanced level emergency response protocol; staff members have been trained at the basic level. Doors are locked during school hours; access is controlled and monitored. Visitors must report to and sign in at the school office upon entering the building and are issued Visitors' Passes.

Preparedness: A floor plan has been forwarded to first-response agencies and communication has been initiated with relevant parties. Emergency contact information is readily available for students and staff. An emergency supplies kit is ready and available for use in a crisis situation. Materials and supplies are checked and replaced at regular intervals. Parents can be alerted to the status of an emergency through the school web site, emergency e-mails/text messages and the local media. When feasible, information can be posted at school doors or disseminated in the parking lot.

Response: In a crisis, the appropriate, regularly practiced/reviewed drill will be signaled.

**Evacuation Sites:**

- Primary: Parking Lot
- Secondary: Outside Bleachers
- Tornado: Basement
- Off-Site: Tuscora Park Pavilion
- Student Discharge will be governed by the nature of the crisis. Students will typically be released to parents, unless the crisis dictates otherwise. As the situation dictates, students who drive may be permitted to leave.

**Parent Assembly Site:** Sacred Heart Church.

**Access Control:** In Alert or Crisis, persons will only be admitted to buildings as follows: Students – Front Door; Parents - Front Door; Emergency Personnel - Rear Door

Media: The meeting room will serve as a media information area as necessary.

Recovery: The crisis plan encourages the timely return to teaching and learning as soon as possible. Services from qualified mental health practitioners are available after a crisis. Access to a trained diocesan "SAFE" Team exists to provide additional support services to students and staff. Parents will be notified of intended actions following a crisis.

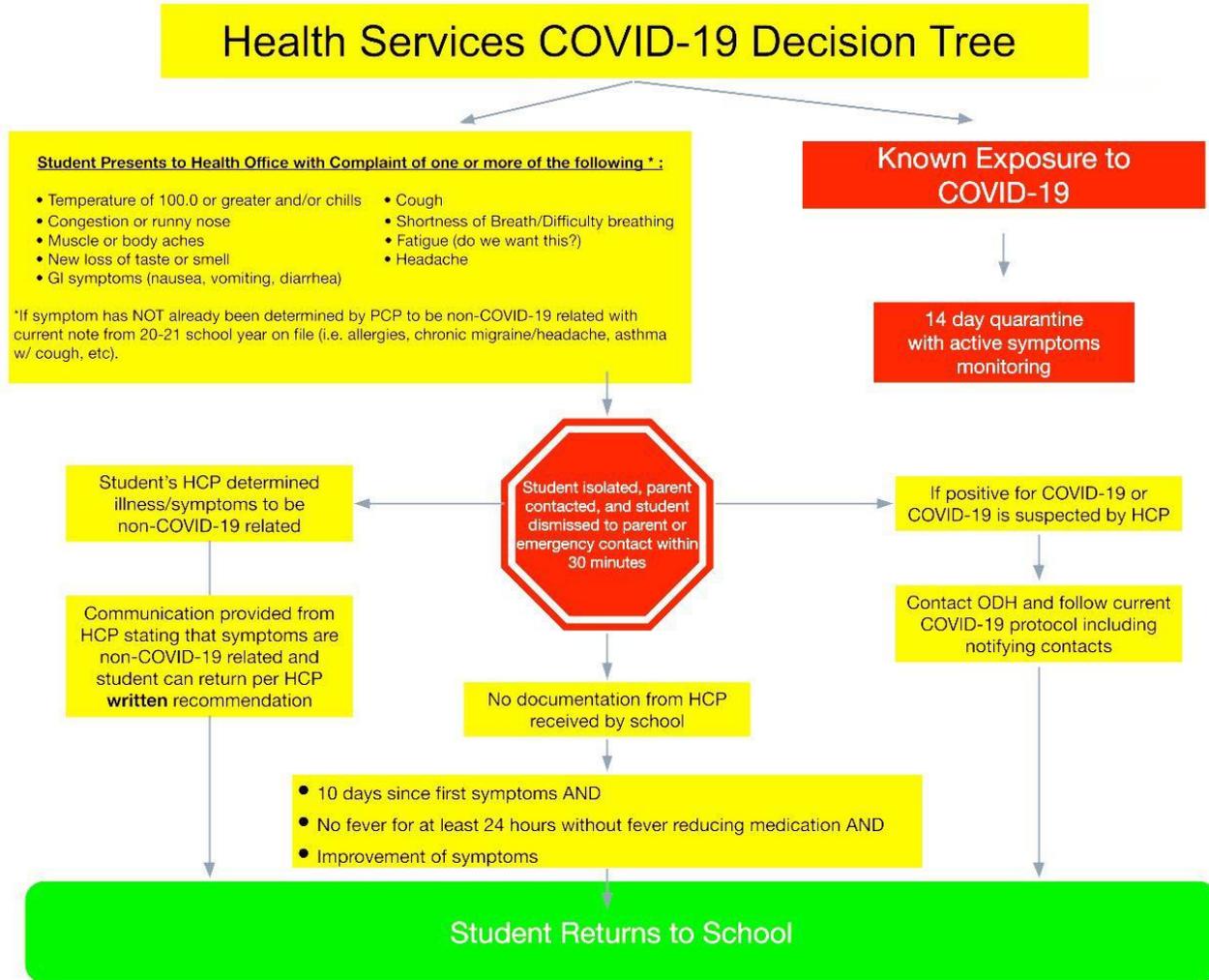
Modifications: We consult and collaborate with federal, state, and local government agencies and other appropriate parties in our efforts to promote student safety, respond to emergency and crisis situations and modify plans and procedures. During public security alerts, the school will seek advice from agencies such as Homeland Security, The County Emergency Management Agency or other appropriate authority.

Critical Incident Response: Specific guidelines address the school's response to a tragedy.

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## Covid-19 Information

### Covid-19 Decision Tree



### Policy for Virtual Classroom Activity

In order to provide continuity of instruction as a result of the COVID-19 pandemic, the Catholic Schools in the Diocese of Columbus may use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities and instruction should be under the supervision of the parent/guardian and is subject to school and Diocesan policies and regulations, including but not limited to, student conduct/behavior and acceptable use of technology. Students should also keep their camera on so the teacher can view them and wear appropriate dress clothes and the background should be free of any inappropriate or distracting images or content.

While the COVID-19 pandemic continues to exist and evolve, "remote" and/or "distance" learning (hereinafter referred to as "Remote Learning") may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, parent/guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student's immediate family. To the extent any Remote Learning videos are created and recorded, parent/guardian promises and agrees to permanently delete such recording following his/her child's observation of, and/or participation in, that particular class session. These recordings will be stored, accessed, and disposed of according to guidelines that may be established by the parish or the Office of Catholic Schools for the Diocese of Columbus.

If you have any questions or need assistance with virtual classroom instruction or activities, please contact your child's classroom teacher or principal. My signature in the handbook expresses my understanding, acknowledgment and agreement with the above terms and conditions and the potential for video and audio recording of my child during virtual classroom instructions and activities.

### **Covid-19 Travel Policy**

The travel policy is a safety precaution to continue our efforts in supporting the well-being of the children, our families, and our staff. Effective immediately, those who travel to high risk states as defined by the State of Ohio (<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>) are required to quarantine for 14 days prior to returning to school.

When making your future travel plans, please keep in mind the 2 tiers of this policy:

Tier 1: You can return to school immediately after traveling if:

- You have not traveled to a hot spot or high-risk state
- If you traveled in a private car
- If you were not exposed to Covid-19
- If you are not showing symptoms of Covid-19

Tier 2: You must quarantine for 14 days if:

- You visited a hot spot or high risk state
- If you traveled by train, plane, motor coach, or other mass transportation service

Our goal is to minimize disruption while at the same time keeping you, your family, and our staff healthy and well.